

MEETING OF LIBRARY BOARD OF DIRECTORS

SALEM FREE PUBLIC LIBRARY

TUESDAY, December 11, 2012

PRESENT Sharon Sanders, Michelle Guertin, Jackie Hemond, Brenda Holmwood, Bobbie Ziegra, Maryanne Casciano

ABSENT Len Giambra

GUESTS None

CALL TO ORDER at 6:17 PM by acting chair Sharon Sanders

ADDITIONS TO AGENDA Review individual staff performance evaluations. Budget review for 2013-2014

PUBLIC COMMENT None

GENERAL PROCEEDINGS

- Minutes of 11-13-12 meeting presented by Sharon. Motion to accept as corrected made by Michelle, seconded by Brenda. M/C 5-0
- Financial report presented by Michelle. Corrected report presented next meeting.
- Correspondence None
- Librarian's report by Jackie. Heating being fixed. Hurricane Sandy closed the library for 3 days. Caused postponement of two programs. Annual report to the State due Thursday. Almost done. Library part of Paugwonk Days. Cans for fines Dec 1-8 Knitting Sale by knitting group in progress. Library Anniversary event very successful. Three well attended programs – over 100 patrons enjoyed. Stats improving. Bids being accepted for new computers.
- Friends of the Library report by Sharon. Net from the Book Sale was \$7724.05, down from last year Discussion encouraging Salem citizens to attend budget meeting to support the library. Friends will host a Chocolate Social on Feb. 20—ring a friend to promote membership. Discussion of library hours and possible electronic survey.

OLD BUSINESS

Job descriptions.

- Senior Assistant Librarian discussed line by line and changes made. Final review next month.
- Head librarian reviewed line by line, modifications made. Maryanne will retype and we will review next meeting
- Reviewed individual performance evaluations.

NEW BUSINESS

- Annual 2013-2014 budget will be reviewed at special meeting Dec. 18, 2012

OPEN DISCUSSION None

ADJOURNMENT at 8:14PM. Motion made by Michelle, seconded by Brenda. M/C 5-0

Respectfully submitted,

Roberta Ziegra  
Acting Secretary